

Wikis for Project Management

A Case Study :

The Ball State Oral Histories Wiki

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http://www.bsu.edu/libraries/wiki/index.php?title=Oral_Histories



The Problem:

- How can 20 staff members working to digitize, transcribe, describe, and digitally publish 200 oral histories **stay on the same page**?
- How can we **share what we've learned** with the library community?

The Solution: **A Wiki!**

- BSU staff can easily add and edit info
- Organized, centralized, and searchable
- Ready reference area for up-to-date detailed project guides and FAQs
- A place to document decisions made
- Forum for progress reports
- A place to gather relevant links and documents
- Changes are traceable and reversible
- Page is open to the public, "Google-able"

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The screenshot shows the homepage of the Ball State Oral Histories Wiki. The browser window title is "Oral Histories - Ball State University Libraries Wiki - Windows Internet Explorer". The address bar shows the URL http://www.bsu.edu/libraries/wiki/index.php?title=Oral_Histories. The page features a navigation sidebar on the left with links like "Main Page", "Recent changes", "Random page", and "Help". The main content area has tabs for "article", "discussion", "edit", "history", "move", and "unwatch". The "article" tab is active, showing the "Oral Histories" page. The page includes a "Contents" table of contents, a "Scope" section describing the project's funding and subcollections, a "Transcription" section with a link to the Baylor University Institute for Oral History Style Guide, and a "Supplemental Transcription Information" section.

Oral Histories

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Scope

This project is LSTA grant funded and aimed at digitizing and transcribing the Middletown Digital Oral History Collection. It is presented online through the Digital Media Repository here: <http://libx.bsu.edu/MidOrHist/midorhist.php>. It consists of the following subcollections:

- Black Muncie History Project - 23 interviews
- Black Middletown - 35 interviews
- Other Side of Middletown - 56 interviews
- Middletown Jewish Oral History Project I - 21 interviews
- Middletown Jewish Oral History Project II - 24 interviews
- Muncie Catholic Churches Oral History Project - 30 interviews
 - 1. St. Francis of Assisi Catholic Church Oral History Project
 - 2. St. Lawrence Catholic Church Oral History Project
 - 3. St. Mary Catholic Church Oral History Project

Transcription

We are following the [Baylor University Institute for Oral History Style Guide](#) for guidance in transcribing our oral histories.

Supplemental Transcription Information

For most situations the Baylor Style Guide will suffice as our authoritative guide; however, we have decided to make a few minor changes and additions to facilitate our project and to clarify some unaddressed finer points.

Please alert the rest of the project's staff to any major changes.

The screenshot shows the "Digitization" and "Status" pages of the Ball State Oral Histories Wiki. The browser window title is "Oral Histories - Ball State University Libraries Wiki - Windows Internet Explorer". The address bar shows the URL http://www.bsu.edu/libraries/wiki/index.php?title=Oral_Histories. The "Digitization" section provides information on digitization procedures. The "Status" section lists the completion status of various subcollections. The "Metadata" section includes a table with columns for Label, Dublin Core, and Notes.

Digitization

For digitization procedures, refer to this document created by BSU staff.

Status

- Black Muncie History Project - Finished. Reel to reel tapes still need to be copied to cassette and digitized.
- Black Middletown - Finished.
- Other Side of Middletown - Finished.
- Middletown Jewish Oral History Project I - Finished.
- Middletown Jewish Oral History Project II - Finished.
- Muncie Catholic Churches Oral History Project
 - 1. St. Francis of Assisi Catholic Church Oral History Project - Finished.
 - 2. St. Lawrence Catholic Church Oral History Project - Finished.
 - 3. St. Mary Catholic Church Oral History Project - Finished.

Metadata

Label	Dublin Core	Notes
*Title	Title	Invert name and indicate in parentheses if the item is an interview or and interview transcript. Example: Bernstein, A. C. (Interview). If more than one name, invert the first only. Example: Anderson, Brenton and Kellie Woods (Interview Transcript). If two items have the same title, add the date to differentiate the two. Example: Abram, Pastor Renzie 01-17-2003 (Interview Transcript)
Link to Transcript	Relation-Is Version of	Only use for audio items. Link to PDF transcript on libx server, not the copy in the DMR. Field coded to open in a new window.
Link to Audio	Relation-Is Version of	Only use for transcript items. Link to reference url of audio in DMR.